



City of Morgantown, West Virginia

**APPLICATION FOR  
TYPE II SITE PLAN REVIEW**

**OFFICE USE**

CASE NO. \_\_\_\_\_

RECEIVED: \_\_\_\_\_

COMPLETE: \_\_\_\_\_

An administratively reviewed *Type II Site Plan Application* must be submitted for all non-residential, multi-family structures, and temporary uses not considered Development of Significant Impact.

**(PLEASE TYPE OR PRINT IN BLACK INK)**

<b>I. APPLICANT</b>											
Name:						Phone:					
Mailing Address:						Mobile:					
	Street					Email:					
	City State Zip										
<b>II. AGENT / CONTACT INFORMATION</b>											
Name:						Phone:					
Mailing Address:						Mobile:					
	Street					Email:					
	City State Zip										
Mailings –	Send all correspondence to (check one): <input type="checkbox"/> Applicant OR <input type="checkbox"/> Agent/Contact										
<b>III. PROPERTY</b>											
Owner:						Phone:					
Mailing Address:						Mobile:					
	Street					Email:					
	City State Zip										
<b>IV. SITE</b>											
Street Address (if assigned):						Tax Map #:			Parcel #:		
Zoning:											
Lot Dimensions:	Width:	Ft.	Depth:	Ft.	Square Footage:	ft. <sup>2</sup>					
Shape of Lot:	<input type="checkbox"/> Corner <input type="checkbox"/> Interior <input type="checkbox"/> Through <input type="checkbox"/> Flag <input type="checkbox"/> Irregular <input type="checkbox"/> Non-conforming										
Existing Use of Structure or Land:											
Proposed Use of Structure or Land:											



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**V. STRUCTURE**

Proposed Setbacks: Front: \_\_\_\_\_ ft. Rear: \_\_\_\_\_ ft. Side A: \_\_\_\_\_ ft. Side B: \_\_\_\_\_ ft.

Proposed Height of Structure: \_\_\_\_\_ No. of Proposed Off-Street Parking Spaces: \_\_\_\_\_

No. of Dwelling Units (if applicable): \_\_\_\_\_ No. of Bedrooms: \_\_\_\_\_ No. of Employees: \_\_\_\_\_

Square Footage of all Proposed Structures (please explain): \_\_\_\_\_

Total Estimated Project Construction Cost (to determine Site Plan Review Fee): \$ \_\_\_\_\_

**VI. DETAILED SITE PLAN**

A Detailed Site Plan (3 preliminary copies), drawn to scale, that includes the following elements must accompany the application:

- (a) The actual dimensions, size, square footage, and shape of the lot to be built upon as shown on an actual survey by a registered design professional licensed by the State of West Virginia.
- (b) The exact sizes and locations on the lot of existing structures, if any.
- (c) The location, square footage, and dimensions of the proposed structure or alteration.
- (d) The location of the lot with respect to adjacent rights-of-way.
- (e) The existing and proposed uses of the structure and land.
- (f) The number of employees, families, housekeeping units, bedrooms, or rental units the structure is designed to accommodate.
- (g) The location and dimensions of off-street parking and means of ingress and egress for such space.
- (i) Height of structure;
- (j) Setbacks;
- (k) Buffer yard and screening, if applicable;
- (l) Location of garbage collection area and screening;
- (m) Location of existing and/or proposed signs;
- (n) Layout of all internal roadways;
- (o) Location and size of stormwater management facilities;
- (p) Utility lines and easements
- (q) Grading plan; and,
- (r) Erosion and sediment control plan.



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### VII. SUPPLEMENTAL PLANS AND EXHIBITS

Applicants **MUST** also submit the following plans and exhibits, unless waived by the Planning Director:

- (a) Drainage plan and drainage calculations that bear the name, address, signature and seal of a registered professional engineer licensed by the State of West Virginia, with floodplain zones clearly denoted, a typical of all swales, and a design of the drop inlets.
- (b) If applicable, design of stormwater management facilities and drainage calculations that bear the name, address, and seal of a registered professional engineer licensed by the State of West Virginia that meet the requirements of the City Zoning Ordinance, the City Stormwater Management Ordinance, and all other applicable local, state and federal regulations.
- (c) Parking and Landscaping Plan
- (d) Sign Plan
- (e) Approved WV Division of Highways Access Permit, if applicable.
- (f) Sediment and erosion control plan as approved by the West Virginia Department of Environment Protection and the City of Morgantown.
- (g) The Planning Director may require the applicant to submit additional information concerning the lot or neighboring lots to determine conformance with, and provide for the enforcement of, the City Zoning Ordinance.
- (h) The Planning Director may require the applicant to submit, in the case of accessory structures or minor additions, dimensions shown on plans relating to the size of the lot and the location of the structure(s) thereon be based on an actual survey prepared a registered design professional licensed by the State of West Virginia.

### VIII. ATTEST

I hereby certify that I am the owner of record of the named property, or that this application is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and I agree to conform to all applicable laws of this jurisdiction, whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local law regulating construction or the performance of construction. I certify that the information submitted herein and attached hereto is true and accurate and understand that if found otherwise may result in the denial of this request or subsequent revocation of any and all related approvals. The undersigned has the power to authorize and does hereby authorize City of Morgantown representatives on official business to enter the subject property as necessary to process the application and enforce related approvals and conditions.

\_\_\_\_\_  
Type/Print Name of Applicant/Agent

\_\_\_\_\_  
Signature of Applicant/Agent

\_\_\_\_\_  
Date

- Applicants will be advised of the Technical Review Committee meeting date/time.
- Site Plan Review Fee – \$75 for first \$200,000 in construction costs; \$10 for each additional \$100,000